



# Lab Services

2000 Achievements

2001 Goals



# Lab Services 2000 Achievements

- Scanned and posted entire body of scientific and technical information on the web
- Automated the preprint submission process
- Newly formed PAC office developed web presence, publication database, templates and instructions for submitting abstracts and conference reports
- Posted web pages that allow on-line searches of all VMS digital images
- Established a cost effective graphic art service



# Lab Services 2000 Achievements

- ~19,000 students and 7,000 teachers participated in Education Office programs
- In March held a Symposium on The Nature of Science for over 425 educators K - 12
- Newly established training department completed training facility including state of the art computer training room
- Physics for Everyone series initiated
- Employee referral program implemented
- New employment website introduced



# Lab Services 2000 Achievements

- 18 high school and 18 college students attended summer minority programs
- Two minority students supported by EEO office graduated from URA schools
- Negotiated two year contract with machinists and wage reopener with firefighters
- Improved disciplinary process through increased interactive approach with managers
- Insurance renewal without any negative plan design changes



# Lab Services 2000 Achievements

- Formation of a Recreation Facility Advisory Committee
- Exceeded DOE goal of reviewing 20% of all job descriptions
- EOS Compensation Committee proposed recommendations for improvements to salary and promotion systems
- Annual increase system electronicized
- ~ 275 visas obtained
- Rented and maintained 44 houses, 92 dorm rooms and 21 apartments



# Lab Services 2000 Achievements

- Maintenance performed on buildings included new roofs, furnaces, kitchen cabinets
- Village domestic water project started



# Lab Services 2000 Achievements

- 819 days without a Lost Work Day case for employees
- 229 days without a Lost Work Day case with sub contractors
- Only 3 reportable accidents for employees
- 2 additional reportable accidents including sub contractors



# Lab Services 2000 Achievements

## TEAM LAB SERVICES

- Meetings
- Social gatherings
- Coffees
- Lab tours
- Newsletter





# Lab Services Goals 2001

## Overall LSS Goals

- Increased customer service
- Increased customer communication
- Continuous process improvement
- Use of goals and metrics
- Meet budget guidelines
- No Lost Workday Cases
- Less than 3 reportable accidents



# Lab Services Goals 2001

- Extend or build on existing education programs to meet needs identified by educators
- Expand reference services
- Conduct a Lab-wide needs assessment and develop a Training and development Plan
- Improve and enhance VMS services by developing a 5-year plan that included a portfolio of services offered and production equipment that contains current and new technology utilization plan



# Lab Services Goals 2001

- Receive at least an Excellent in DOE Contract Performance measures for HR, Training, Publications and EEO
- Prepare and recommend changes to new DOE/URA contract
- Increase monthly hire rate
- Increase flow of minority/female candidates through different methods including developing new sources
- Publish job posting procedures
- Publish employee handbook
- Improve anniversary awards and celebrations



# Lab Services Goals 2001

- Conclude union negotiations
- Implement recommendations from Compensation Committee
- Continue to review job descriptions and grades
- Prepare compensation and benefits surveys
- Prepare benefits value study for DOE
- Complete Village domestic water project
- Explore sources of funds to renovate 3 properties into rental houses



# Lab Services Goals 2001

- NAEYC certification for Children's Center
- Build new bathroom for Children's Center
- Installation of new equipment for ground floor kitchen in Wilson Hall